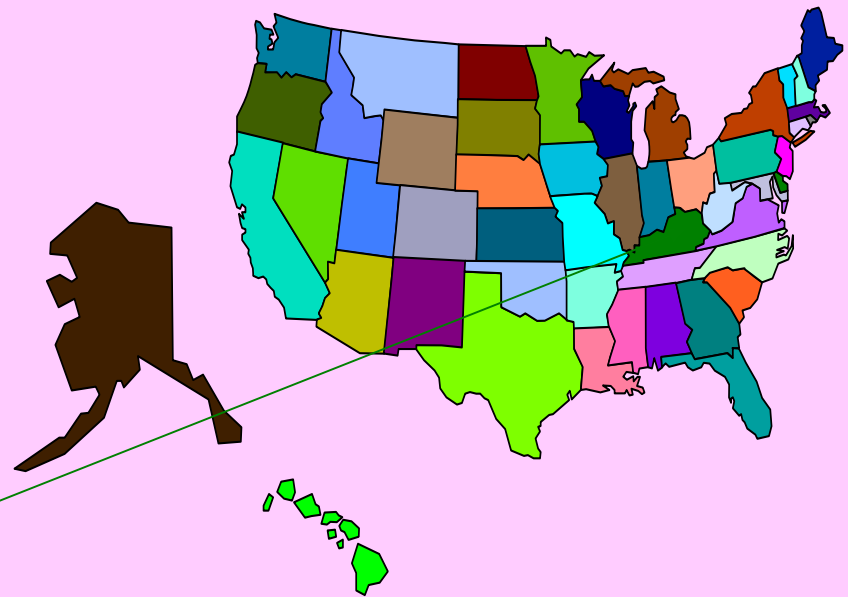
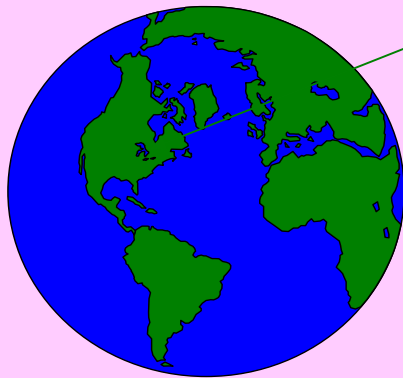
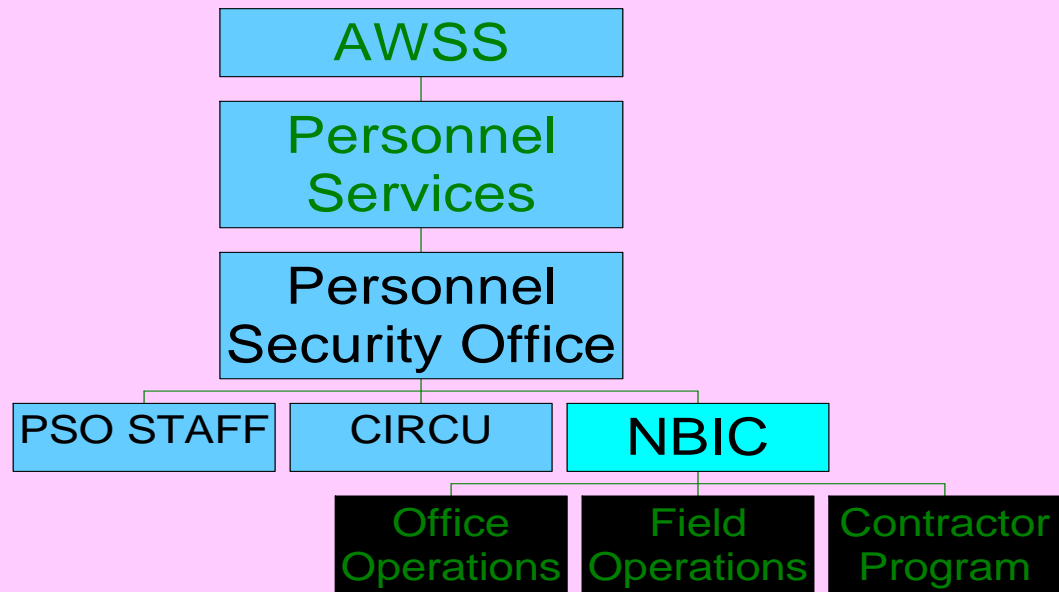


# Internal Revenue Service

**National  
Background  
Investigations  
Center**



# Who we are...



# **Investigations on IRS Contractor Employees are conducted in accordance with:**

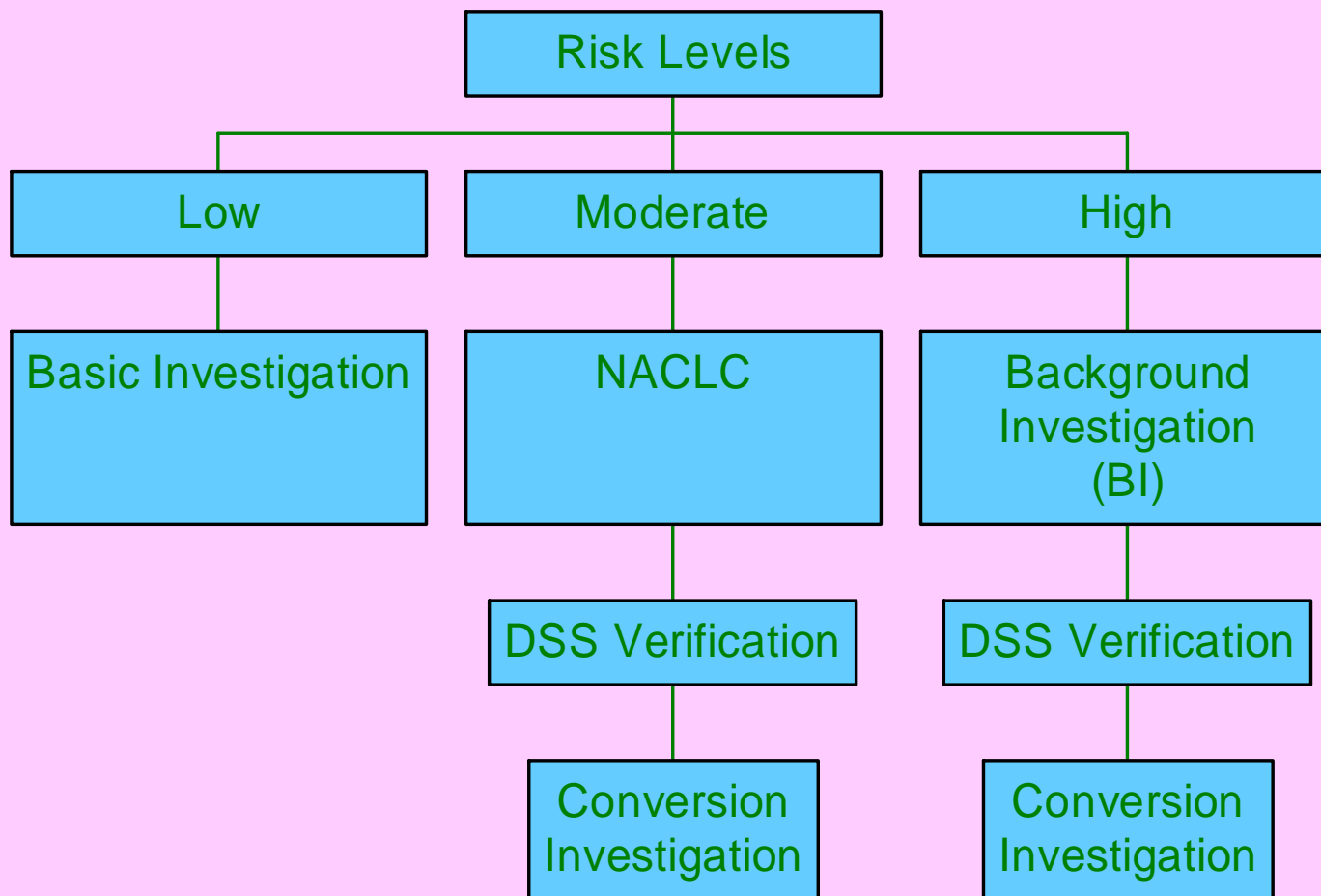
- **Dept. of the Treasury, Security Manual, TDP-71-10, Chapter II, Section 2, Investigative Requirements for Contract Employees**
- **IRM 1.23.2, Security Investigations, Chapter 2, Contractor Investigations**

# Who gets investigated

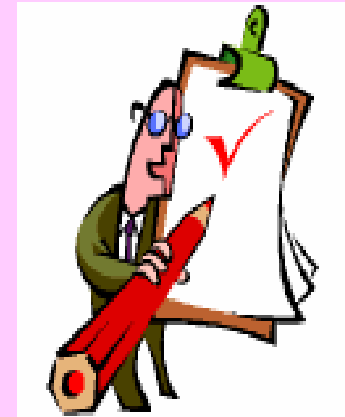


- Contractor employees requiring staff-like access to Treasury owned or controlled facilities; or
- who work wherever located, on those contracts which involve the design, operation, repair, or maintenance of information systems and access to sensitive but unclassified information

# Investigation is determined by Position Risk



# FORMS CHECKLIST



- ✓ COTR Request/Transmittal Memo
- ✓ SF-85P, Questionnaire for Public Trust Positions
- ✓ FCRA Disclosure & Authorization Document
- ✓ PD-70, Metro DC Police Release (if applicable)
- ✓ I-9, INS Employment Eligibility Verification (copy only of form already on file by contract employer)
- ✓ FD258, Applicant Fingerprint Card
- ✓ DD214, Military Record (if applicable - copy only)
- ✓ Non-Disclosure Agreement (if required)

# Interim Access Determinations

- *Contractors remain under escort until an approved interim access determination is made*
- *NBIC makes interim access determinations within 5-7 days of receipt of acceptable paperwork*
- *Interim access determinations are electronically sent to COTR via email for immediate notification*
- *High Risk Contractors in certain positions will not be considered for interim access*
- *Denials - contractors remain under escort until final adjudication of investigation*

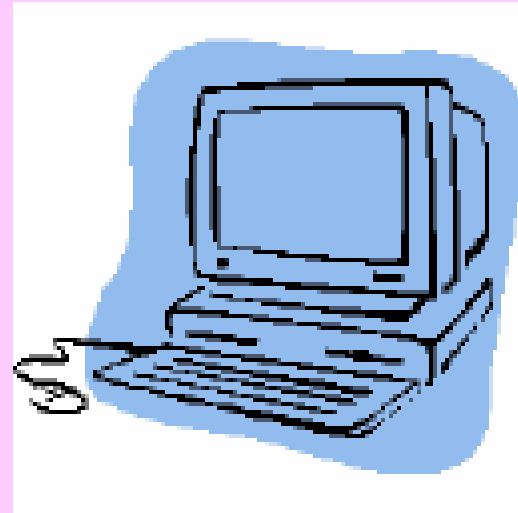
# Final Staff-Like Access

## Suitability Determination is made upon completion of full investigation

- **Approved** - Contractor has full access to facilities, information, data, systems, etc. as necessary to perform duties of contract.
- Written notification from NBIC may be attached to any Form 5081 or badge application as required.
- **Proposed Denial** - Notification from PSO will be sent via Fedx to contractor employee & COTR. Employee remains under escort and has 15 days to respond.
- **Final Denial** - Notification will be sent via Fedx to contractor employee & COTR when access is denied. COTR must ensure that subject's access is revoked.



Very Important  
Web Link to  
Remember . . .



National Background Investigations Center  
Contractor Investigation Information

**[http://www.dss.swro.swr.irs.gov/acss/  
web/personnel/security/nbic/  
contractor.html](http://www.dss.swro.swr.irs.gov/acss/web/personnel/security/nbic/contractor.html)**